

# PO TO JCO TRANSFER ACADEMY

## 55 HOURS

<b>California Criminal Justice System</b>	<b>2</b>
Title 15	1
Legal Foundations and Liability and Roles and Responsibilities	1
<b>Classification of Juveniles</b>	<b>2</b>
Classification of Juveniles	2
<b>Communication</b>	<b>1.5</b>
Interpersonal Communication	.5
Crisis Communication and De-escalation	.5
Effective Communication	.5
<b>Maintaining Security</b>	<b>9</b>
Security and Key Control	3
Counts	2
Facility Searches	3
Contraband and Evidence	1
<b>Booking, Receiving and Releasing</b>	<b>3</b>
Booking and Intake & Booking Procedures	1
Orientation, Clothing and Supplies	1
Releasing Inmates	1
<b>Supervising Juveniles</b>	<b>10.5</b>
Manipulation of Staff	3
Disturbances and Disputes	2
Safety/Health Standards and Procedure	0.5
Recreation	1
Cleaning of Cells	0.5
Progressive Discipline and Inmate Grievances	1
Group Dynamics	1
Movement	1
Juvenile Workers	0.5
<b>Medical</b>	<b>2</b>
Medical Issues and Universal Precautions, Medical Emergencies, and Medical Legal Issues	2

<b>Gangs</b>	<b>1</b>
Gang Overview and Supervision	1
<b>Cultural Awareness</b>	<b>0.5</b>
Cultural Diversity and Ethnic Diversity	0.5
<b>Report Writing and Record Keeping</b>	<b>6</b>
Information Gathering and Interviewing and General Reports	6
<b>Emergency Procedures</b>	<b>6</b>
Emergency Planning	2
Fire and Life Safety	4
<b>Visitation</b>	<b>2</b>
Visitation	2
<b>Screening and Distribution of Supplies and Mail</b>	<b>1.5</b>
Screening and Distribution of Supplies and Mail	1.5
<b>Transportation</b>	<b>2</b>
Preparation for Transport and Transport Procedures	2
<b>Defensive Tactics and Restraint Techniques</b>	<b>4</b>
Room Extractions	4
<b>Instructional Hours</b>	<b>53</b>
<b>Testing Hours</b>	<b>2</b>
<b>Total Core Hours</b>	<b>55</b>

# JCO TO PO TRANSFER ACADEMY

## 69 HOURS

<b>California Criminal Justice System</b>	<b>4</b>
Criminal Justice System and Process	2
Roles and Responsibilities	2
<b>Professionalism and Ethics</b>	<b>3</b>
Priority Setting and Time Management	2
Social Media	1
<b>Communication</b>	<b>1</b>
Motivational Interviewing	1
<b>Officer Health and Safety</b>	<b>1</b>
Field Contacts and Transport Procedures	1
<b>Maintaining Security</b>	<b>4</b>
Field Searches	4
<b>Booking, Receiving and Releasing</b>	<b>2</b>
Booking and Intake	2
<b>Supervising Offenders</b>	<b>13</b>
Types of Supervision	2
Initial Meeting	4
Community Supervision	4
Violation of Probation	3
<b>Gangs</b>	<b>1</b>
Gang Overview and Gang Supervision	1
<b>Report Writing and Record Keeping</b>	<b>28</b>
Proofreading	2
Court Reports Common to Adult and Juvenile	4
Interviewing for Adult and Juvenile Court Reports	4
Restitution, Fines and Other Payments	2
Adult Reports	8
Juvenile Reports	8

<b>Case Planning</b>	<b>9</b>
Case Planning	9
<b>Assault and Abuse</b>	<b>1</b>
Domestic Violence	1
<b>Instructional Hours</b>	<b>67</b>
<b>Testing Hours</b>	<b>2</b>
<b>Total Core Hours</b>	<b>69</b>

# ACO TO PO TRANSFER ACADEMY

## 74 HOURS

<b>California Criminal Justice System</b>	<b>4.5</b>
Criminal Justice System and Process	2
Roles and Responsibilities	2
Legal Foundations and Liability and Confidentiality and Records	0.5
<b>Professionalism and Ethics</b>	<b>2.5</b>
Priority Setting and Time Management	2
Social Media	0.5
<b>Communication</b>	<b>1</b>
Motivational Interviewing	1
<b>Officer Health and Safety</b>	<b>1</b>
Field Contacts	1
<b>Maintaining Security</b>	<b>4</b>
Field Searches	4
<b>Booking, Receiving and Releasing</b>	<b>5.5</b>
Booking and Intake	5
Releasing Inmates	0.5
<b>Supervising Offenders</b>	<b>13</b>
Types of Supervision	2
Initial Meeting	4
Community Supervision	4
Violations of Probation	3
<b>Report Writing and Record Keeping</b>	<b>26</b>
Court Reports Common to Adult and Juvenile	4
Interviewing for Adult and Juvenile Court Reports	4
Restitution, Fines and Other Payments	2
Adult Reports	8
Juvenile Reports	8
<b>Transportation</b>	<b>0.5</b>
Transport Procedures	0.5

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<b>Case Planning</b>	<b>11</b>
Case Planning	11
<b>Assault and Abuse</b>	<b>3</b>
Domestic Violence	3
<b>Instructional Hours</b>	<b>72</b>
<b>Testing Hours</b>	<b>2</b>
<b>Total Core Hours</b>	<b>74</b>

# PO TO ACO TRANSFER ACADEMY

## 59 HOURS

<b>California Criminal Justice System</b>	<b>2</b>
Title 15	1
Legal Foundations and Liability	1
<b>Classification of Offenders</b>	<b>2</b>
Classification of Offenders	2
<b>Communication</b>	<b>2.5</b>
Interpersonal Communication	1
Crisis Communication and De-escalation	0.5
Effective Communication	1
<b>Maintaining Security</b>	<b>10</b>
Security and Key Control	3
Counts	2
Facility Searches	3
Contraband and Evidence	2
<b>Booking, Receiving and Releasing</b>	<b>3.5</b>
Booking and Intake	0.5
Booking Procedures	1
Orientation, Clothing & Supplies	1
Releasing Inmates	1
<b>Supervising Offenders</b>	<b>10</b>
Manipulation of Staff	3
Disturbances and Disputes	2
Safety/Health Standards and Procedure	0.5
Recreation	1
Cleaning of Cells	0.5
Progressive Discipline and Inmate Grievances	1
Group Dynamics	1
Movement	0.5
Offender Workers	0.5

<b>Medical</b>	<b>3.5</b>
Medical Issues and Universal Precautions	1.5
Medical Emergencies	1
Legal Issues	1
<b>Gangs</b>	<b>1.5</b>
Gang Overview & Supervision	1.5
<b>Cultural Awareness</b>	<b>0.5</b>
Cultural Diversity and Ethnic Disparity	0.5
<b>Report Writing and Record Keeping</b>	<b>6</b>
General Reports	6
<b>Emergency Procedures</b>	<b>7</b>
Emergency Planning	2
Fire and Life Safety	5
<b>Visitation</b>	<b>2</b>
Visitation	2
<b>Screening and Distribution of Supplies and Mail</b>	<b>1.5</b>
Screening and Distribution of Supplies and Mail	1.5
<b>Transportation</b>	<b>1</b>
Preparation for Transport and Transport Procedures	1
<b>Defensive Tactics and Restraint Techniques</b>	<b>4</b>
Cell Extractions	4
<b>Instructional Hours</b>	<b>57</b>
<b>Testing Hours</b>	<b>2</b>
<b>Total Core Hours</b>	<b>59</b>



# ACO TO JCO TRANSFER ACADEMY

## 10 HOURS

<b>California Criminal Justice System</b>	<b>2.5</b>
Criminal Justice System and Process and Roles and Responsibilities	2
Confidentiality and Records and Legal Foundations and Liability	0.5
<b>Communication</b>	<b>0.5</b>
Interpersonal Communication	0.5
<b>Booking, Receiving and Releasing</b>	<b>2.5</b>
Booking and Intake	2
Releasing Inmates	0.5
<b>Supervising Offenders</b>	<b>0.5</b>
Movement	0.5
<b>Visitation</b>	<b>0.5</b>
Visitation	0.5
<b>Case Planning</b>	<b>1.5</b>
Case Planning	1.5
<b>Assault and Abuse</b>	<b>2</b>
Sexual Assault and Abuse	2
<b>Total Core Hours</b>	<b>10</b>

# JCO TO ACO TRANSFER ACADEMY

## 8 HOURS

<b>California Criminal Justice System</b>	<b>2</b>
Criminal Justice System and Process	1
Roles and Responsibilities and Legal Foundations and Liability	1
<b>Communication</b>	<b>2</b>
Interpersonal Communication	1
Effective Communication	1
<b>Gangs</b>	<b>1</b>
Gang Overview and Gang Supervision	1
<b>Medical</b>	<b>1</b>
Medical Issues and Universal Precautions	1
<b>Report Writing and Record Keeping</b>	<b>2</b>
Proofreading	2
<b>Total Core Hours</b>	<b>8</b>